

2007 BIENNIAL FACILITY REPORT - FREQUENTLY ASKED QUESTIONS

Questions	Answers
Instructions and Forms	
How can I get another copy of the 2007 Hazardous Waste Report Instructions and Forms and/or the 2007 California Supplemental Instructions ?	The 2007 Hazardous Waste Report Instructions and Forms and/or the 2007 California Supplemental Instructions can be downloaded from DTSC's web site at: http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm . Contact the Biennial Report Helpline at (916) 322-2880 or post a question to the Biennial Report Forum at http://www.calepa.ca.gov/forums/ for further clarification.
Where can I find the most current EPA Flat File Specifications?	Go to DTSC's website at: http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm .
Who Is Required To File?	
Who is required to submit a 2007 Biennial Report?	RCRA LQGs and TSDFs who treated RCRA hazardous waste are required to file. See the U.S. EPA's definition of a RCRA LQG in the U.S. EPA's 2007 HWR Instructions and Forms.
Are "California Only (e.g., Non-RCRA)"handlers required to file?	No.
I just bought this company. Am I required to file?	Yes. You should have received records of past hazardous waste handling activity from the previous owner. Contact the transporter for missing copies of manifests.
I am no longer treating hazardous waste. Am I required to file?	Yes. You are only exempt if you ceased all operations and all clean-up prior to January 1, 2007. Submit an Exemption Form (Appendix B).
How do I submit an exemption?	Mail or fax an Exemption Form, (Appendix B).
Workshops/Training	
Are workshops or training sessions going to be given?	Yes. See the section Biennial Report Workshop Schedule in the California Supplemental Instructions.
Where do I get for help with the software?	Review the Waste Reporter Software Guide in Appendix D, and the Software Tips in the California Supplemental Instructions. Contact the Biennial Report Hotline at (916) 322-2880 or post a question to the Biennial Report Forum at http://www.calepa.ca.gov/forums/ .

Reporting Information																			
My company only generated Non-RCRA waste. Am I required to file?	No.																		
Should wastewater be reported?	No. Not if the wastewater is sent via a hard piped inline treatment system, directly to a Publicly Owned Treatment Works (POTW). Call (916) 322-2880 for clarification or post a question to the Biennial Report Forum at http://www.calepa.ca.gov/forums/ .																		
Should universal waste be reported?	No. Universal waste is exempt and is not reported. Visit http://www.dtsc.ca.gov/PublicationsForms/HWM_FS_UWR.pdf for a fact sheet about universal waste.																		
The waste we generate is shipped off-site to be recycled. Is it reportable?	Yes. All RCRA waste your company generated must be reported.																		
Where can I find a list of RCRA (U.S. EPA) codes and other code lists?	See the U.S. EPA 's Hazardous Waste Report Instructions and Forms.																		
Where can I find a list of Units of Measure?	See the U.S. EPA's Hazardous Waste Report Instructions and Forms.																		
How can I tell if I am exempt?	See Who Must File in the 2007 California Supplemental Instructions.																		
Do I need to complete "non-mandatory fields"?	DTSC requires the following fields to be completed: <table><tr><th>FORM</th><th>SECTION</th><th>BLOCKS</th></tr><tr><td>ID</td><td>N/A</td><td>All Fax # & Email entered in block 13</td></tr><tr><td>GM</td><td>I</td><td>A, B, D, F, G</td></tr><tr><td></td><td>II</td><td>ALL</td></tr><tr><td></td><td>III</td><td>A, B, D</td></tr><tr><td>WR</td><td></td><td>A, B, D, E, F, H</td></tr></table>	FORM	SECTION	BLOCKS	ID	N/A	All Fax # & Email entered in block 13	GM	I	A, B, D, F, G		II	ALL		III	A, B, D	WR		A, B, D, E, F, H
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WR		A, B, D, E, F, H																	
I can't find all of my records? Will BRS staff give me copies of my missing manifests?	No. Contact the previous owner or the transporter to obtain missing manifests. If unable to locate the previous owner or transporter, contact Generator Information Services at (800) 618-6942 .																		

How do I submit my report?	<p>Via mail, UPS, or FedEx to: 2007 Biennial Report Staff, 11th Floor Department of Toxic Substances Control P.O. Box 806 Sacramento, CA 95812-0906</p> <p>Physical address for UPS/FedEx: 2007 Biennial Report Staff Department of Toxic Substances Control 1001 I Street, 11th Floor Sacramento, CA 95814</p>
Can I fax my report to meet the deadline?	No. Submissions must contain original signatures and must be postmarked, not received , by the deadline. Submissions should include an electronic version of the report.
Internet	
Is information available on the Internet for the 2007 BR?	Yes. Visit http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm to download the U.S. EPA 2007 Hazardous Waste Report Instructions and Forms, 2007 California Supplemental Instructions, U.S. EPA Flat File Specifications, the FREE , user-friendly 2007 Waste Reporter software link, the 2007 BR Planner, and other helpful documents and links.
Can I email my transmittal file?	No. Submissions must be signed and sent by mail, with the transmittal file diskette, CD, DVD, or portable USB drive attached.
How do I post a question to the Forum?	See Appendix C in the California Supplemental Instructions.
Software	
Where can I get the Waste Reporter software?	http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm . Follow the link called <i>Free Waste Reporter Software</i> .
What if I can't see the right hand scroll bar?	Resize your monitor resolution to 1024 x 768 .